



INFORMATION TECHNOLOGY AUDIT SPECIALIST

JOB DESCRIPTION

NATURE OF WORK

The IT Audit Specialist position is responsible for performing information systems audits of a variety of process environments throughout the county. The auditor will be responsible for conducting, under limited supervision, independent objective appraisals of county information systems to determine efficiency, effectiveness, and compliance with applicable laws, regulations, procedures, and management objectives in accordance with established information system audit standards. The auditor's duties will also include assessing control environments, performing risk assessments, conducting reviews of data processing applications, systems and networks. The auditor may supervise staff assigned for specific projects.

The work involves the application of advanced skills in information system auditing and analyzing applications, systems, policies, and procedures. Based upon a reviews conducted, an employee in this class is responsible for detecting data and procedural errors and preparing recommendations for corrective measures and improved internal controls. The work requires the preparation of various working papers and audit reports. The work is performed under the general supervision of a supervisor.

ESSENTIAL JOB DUTIES

- Performs specific information system audits in various processing environments and prepare reports with recommendations for supervisor's review
- Applies information systems development, implementation, and operational control concepts and appropriately assess possible exposures resulting from ineffective or missing controls
- Applies analytical skills to identify and quantify material information system risks and provide effective resolution
- Performs special studies to resolve various control environment issues and make recommendations to correct and prevent the recurrence of identified problems
- Participates in developing information system and application audit programs for specific assignments
- Conducts information system audits of a technical or complicated data processing systems and applications to safeguard assets, ensure accuracy of data, and promote operational efficiency
- Interviews appropriate personnel, accumulating, verifying and analyzing available data; observing actual practices and evaluating functional operational techniques; and identifying existing or potential problem areas
- Assembles and maintains work papers which accurately and sufficiently document methodology applied, tests performed, findings, and recommendations
- Identifies extenuating factors requiring possible deviation from the existing audit program, coordinates findings, and recommends program changes
- Identifies when specialized skills or resources are needed to capably assess unique and complex technology issues
- Evaluates information system internal and administrative controls in relation to cost benefits, effectiveness, and economies of scale
- Prepares audit reports detailing findings and recommendations, and assists in the presentation of audit findings and recommendations to appropriate county staff
- Assists in providing counsel and advice to county staff on matters related to information system audit reports, special studies, and other related recommendations

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- Ability to conduct information system audits under general supervision
- Ability to research and compile data and prepare assigned reports
- Ability to train and supervise the work of assigned staff
- Ability to communicate clearly and concisely technical issues, both orally and in writing
- Ability to establish and maintain effective professional relationships with County Auditor staff and the staff of County divisions, departments, and offices
- Ability to work cooperatively as a team member
- Ability to prioritize and manage workload demands while meeting time restraints
- Ability to understand and carry out complex oral and written instructions
- Ability to accurately and reliably recall and relate complex technical information
- Ability to apply analytical problem solving skills to identify and quantify complex problems and provide effective resolution
- Ability to apply information system auditing skills to a wide variety of policies, practices, and systems found with county government
- Ability to detect errors in data, applications, or systems and prepare appropriate recommendations for corrective measures
- Ability to assess the effectiveness and efficiency in the use of applications, systems, and networks
- Technical experience auditing or supporting County platforms (Unix, Novell, Windows 2000/NT/XP, MVS) and major applications (AMS Advantage, Cyborg, Oracle)
- Proficiency with SAS, SQL, ACL, or other computer languages
- Ability to research, comprehend and apply Florida Statutes, Attorney General Opinions, County Ordinances, and County policies and procedures
- Ability to produce documents in clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Excellent proficiency with word processing and electronic spreadsheet software
- Advanced knowledge of information systems auditing principles and practices
- Advanced knowledge of internal controls for information systems

QUALIFICATIONS

- Degree from an accredited four year college or university in Computer Sciences, Accounting, Business Administration, or related field with a minimum of 12 hours computer science course work
- Minimum of 5 years of relevant audit experience
- Certified Public Accountant (CPA) and/or Certified Information Systems Auditor (CISA)

ADDITIONAL INFORMATION

Hours: 37.5 hours/Week

Salary: \$60,000 (Depending upon qualifications)

Work Type: Full Time

Closing Date: December 31, 2014, or until filled

CONTACT INFORMATION

Please submit cover letter and resume via email to bsmithallen@broward.org

Brenda E. Smith-Allen, Administrative Assistant to the County Auditor

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